

RETURN TO CONUS CHECKLIST

MPF/CPF ACTION ITEMS

- _____ Make an appointment with your personnel section for your initial outbound counseling and checklist.

PERSONAL ACTION ITEMS

- _____ Request sponsor through unit orderly room/CPF. If your sponsor has not contacted you within two weeks, contact your gaining unit.
- _____ Contact the Relocation Assistance Program at the Family Support Center
 - a) Request destination information available through SITES data base.
 - b) Get a travel video on the location, if available
- _____ Compile AND HAND CARRY an individual record for each family member:
 - a) Birth certificate
 - b) Immunization record
 - c) Social Security card
 - d) Passport
 - e) Naturalization papers
 - f) Adoption papers
 - g) Child ID/fingerprint records
 - h) School records
 - i) Copies of orders
- _____ Compile AND HAND CARRY a family record file with the following:
 - a) Marriage certificate
 - b) Insurance policies
 - c) LES's and pay statements for family members working outside the home
 - d) Power(s) of attorney--check for expiration dates
 - e) Wills
 - f) Bank and/or check books
 - g) State & federal tax records
 - h) Car registration & title
 - i) Deeds and/or mortgages
 - j) Divorce papers
 - k) List of stocks & bonds
 - l) List outstanding amounts, last payments, and account numbers of creditors
 - m) Pet identification and health certificates
 - n) Make home inventory of household goods--via list, video & photos
- _____ Contact your car insurance company to make sure you are covered.
- _____ Establish a PO Box at your new location.

- _____ Get & send change of address cards as soon as possible to credit card companies, friends and organizations with which you do business.
- _____ Review pet needs, such as health exams, kenneling & travel plans.
- _____ Contact school counselors --both adult & child(ren)'s to ensure transfers can be made.
- _____ Gather family member employment information, such as SF 171, SF 50, resumes, letters of reference and work history. Contact your Employment Assistance Program Manager at the FSC for assistance.
- _____ Make sure you have duplicates of car, luggage or any other important keys.
- _____ Establish a Power of Attorney to accomplish any unfinished business.
- _____ Attend relocation planning workshop(s).
- _____ Give a copy of your travel plans with date, route and contact phone numbers and all important documents to a friend, sponsor and/or relative.
- _____ Contact sponsor for final arrangements to be met or get specific information on how to get to your new duty station.

SHIPMENT OF HOUSEHOLD GOODS/POV ACTION ITEMS

- _____ Upon receipt of orders, make an appointment with your Traffic Management Office.
- _____ As quickly as possible establish dates for shipment of:
 - a) vehicle(s)_____ (Date). TMO will provide shipping instructions and timetable.
 - b) household goods_____ (Date).(Remember to be flexible - your first choice of days may not be available!).
- _____ Find out what your weight allowances are.
- _____ If the active duty member is going on a remote tour, the family needs to decide where they will live. This will be an authorized separate shipment from the active duty member.
- _____ Start making lists on how you want your baggage divided:
 - a) Hold baggage--those items you will need immediately until your household goods arrive, such as linens, seasonal clothes, infant items, etc.
 - b) Professional books, equipment--items required to perform your job are not included in your household goods weight allowance. Check with TMO on separate shipment.

- c) Items to go into storage if applicable.
- d) Normal household goods --obtain a list of those items you are not authorized to ship.
- e) Things to sell, giveaway, throw out.

_____ Have vehicle(s) serviced.

HOUSING ACTION ITEMS

_____ Call your housing/dorm management office:

- a) To notify them of your intent to move
- b) To make arrangements for pre/final inspection
- c) To send a copy of your orders and request for housing to your gaining housing office
- d) To clear housing-whether you reside on or off base

_____ Contact realty/management companies, start working with one that meets your needs to help you find a home.

_____ If you are renting off-base, give your landlord at least a 30 day written notice. Setup a final inspection date and find out the steps needed to get your deposit(s) back.

_____ Make lodging reservations as soon as possible, up to 90 days prior to departure requesting any special needs such as cribs, at both your losing and gaining locations. No pets are allowed in military lodgings.

MEDICAL ACTION ITEMS

_____ If you have a special needs family member enroll them with the Exceptional Family Member Program.

_____ Re-enroll in Tri-Care Dental coverage.